

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

April 21, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator.

I. CALL TO ORDER: The Chairman called the meeting to Order at 4:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. Work Session Items for Discussion

- 1. FY16 First Quarter Financial Report:** Heidi Davis, Finance Director, presented the 1st quarter financials for FY 16. Heidi distributed and reviewed the reports with the Board. The Operating Budget is reporting 22% expended, the Revenue Report shows 17% of budgeted revenue received, a 2% increase over FY15 YTD, the Tax Collector reported uncollected property tax for 2015 at \$338,375 and \$360.57 in Yield Tax. The Treasurer reported ending cash balance as of March 31, 2016 at \$7,347,866, collecting \$1,395,293 in receipts and \$2,222 in interest and issued payments in the amount of \$5,671,493 including payments to the School District YTD.
- 2. Joint School Board and Select Board Meeting:** School Board members; Kathy Garry, Gerry Buteau, Lauren Lavoie Sturgeon, Richard Brown and Superintendent Sue Noyes met with the Select Board to discuss the possibility of working together on a "Marketing Moultonborough" effort that may help stabilize the shrinking younger family population in Town. The School Board expressed concern that this was not a typical function of a school board, but would participate, however they are unwilling to agree to fund any of the cost if a plan was adopted. The Select Board noted it would, if successful, benefit the overall community which includes the School District as a key component. The topic will continue to be worked on at the subcommittee level for further consideration. The Boards also discussed the charge or mission for the joint subcommittee. A draft prepared by Superintendent Noyes and TA Walter Johnson was reviewed and discussed with some minor changes to the development and approval of the subcommittee's agenda topics prior to their meetings. It was agreed that any additions to an agenda previously approved by both Boards will be forwarded to each Board's chair before the meeting. The full Boards also agreed to meet regularly twice a year, once April and once in August with the option to call a joint meeting at any time on an as needed basis. The final charge was unanimously approved by both Boards. Kathy Garry and Lauren Lavoie Sturgeon will serve on the subcommittee for the School Board and Chris Shipp and Paul Punturieri will serve for the Select Board.

Josh inquired of the School Board details regarding the use of the Central School's "small gym", including if it was being used now for recreational activities, if it was appropriate for other activities, and if the stage could be removed for other uses. Ms. Noyes reported it was used for several activities, it was ~~*crowded*~~ ***crowded*** in the room with lunch tables

and other things that limited a safe use of the area at times, and that the cost to remove the stage was investigated and found to be expensive. It was suggested Josh contact Kay Peranelli, Business Manager, for the actual cost and details of the stage removal. The Joint School Board and Selectmen session ended at 4:35 p.m. with the members of the School Board departing.

3. **RFQ Town Counsel:** The Board discussed the matter of offering a RFQ (Request for Qualification) to legal firms in NH for general counsel services to the Town. Walter presented the results of his research with other cities and towns in the State that have issued RFQs for this position and has also received some same copies. After discussion regarding the need for evaluating legal services for the Town and agreeing that this was not a reflection on the current general Counsel firm but it is a prudent thing to do as was done with the Town Engineer recently and the Town's Auditor in the past. The Board instructed Walter to go forward with drafting an RFQ for the Board's review before issuing.
4. **Review Waste Management Company Single Stream Contract:** Walter presented a draft of the proposal from WM to handle the co-mingled recyclables from the Town after May 13th. Walter explained WM's cost to process the recyclables is \$80/ton. The town will benefit from 50% of any revenue in any given month when the revenue exceeds the \$80/to mark. The revenue is determined based on a blended value calculation as all the items are co-mingled. The values for the blended commodities are determined monthly based on the market value. The March blended value is \$58.17/ton. The transportation cost to WM's transfer station in Laconia is \$195/haul and there is an additional \$38/ton haul fee to Billerica, MA. Walter will be discussing with the WM representative next week the questions the Board has about the agreement before submitting for signature.
5. **Cable TV Franchise Agreement Proposed Amendments:** In preparation for the Time Warner Cable TV agreement up for renewal in 2017, the Board heard from Josh and Walter a number of suggestions for changes to the new agreement to be proposed. The amendments were also formulated with the guidance and assistance of Attorney Puffer. The following are the points that were discussed and approved by the Board for submission to TW: 1) Section 6, Agreement term to be 5 years; 2) Section 10-C Clarification of underground service in subdivisions; 3) Section 20-A Change the density to a 7 homes per ½ mile vs. 15 homes per mile and including homes with satellite TV's in the number of homes per ½ mile; 4) franchise fee to stay at 2%; 5) TW to provide a local store/office or outlet for customers to pay bills and pickup new equipment (local to be Moultonborough or an abutting Town); 6) programing to include local broadcasting programing from the Boston area and southern NH stations; and 7) assurance there will be no data caps or additional charges associated with data usage. Walter will contact Attorney Puffer and finalize the proposal and forward it to TW for consideration.
6. **Reviewing Sealed Non-public Minutes:** Walter reported on his research regarding the process for the Board to begin reviewing existing sealed non-public minutes to determine if it would be appropriate to permanently unseal them. Other communities in the State have had their TA or Manager review the content of the minutes and provide a brief summary of the subject matter and make a recommendation to the Board regarding review. Hope had cataloged the sealed minutes by years in a spreadsheet however it's not possible to determine the actual subject matter from the notes on the envelopes or the public portions of the minutes. It was agreed that Walter will review the sealed minutes beginning with the oldest year and provide a summary report based on the purpose of the session i.e. personnel, hiring, reputation, etc. and the Board will review them as part of

their regular meetings or work sessions over the next several months in non-public session.

- V. **Adjournment:** Paul Made the Motion to Adjourn. Jean Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 5:30 p.m.

Russell C. Wakefield
Approved

4/28/16 Walter P. Johnson
Date
Respectfully Submitted
Walter P. Johnson, Town Administrator

Final